



HELPFUL TIPS & TRICKS FOR USA JOBS

TECHNICAL SUPPORT

- For support with the website please contact the customer support desk, by clicking the “Contact Us” link at the bottom of the USAJOBS webpage.
- This document was created as a helpful tool for new users and is not a product of USAJOBS. The USAJOBS website contains numerous How-To’s and FAQ’s that may also be of aid to potential applicants.

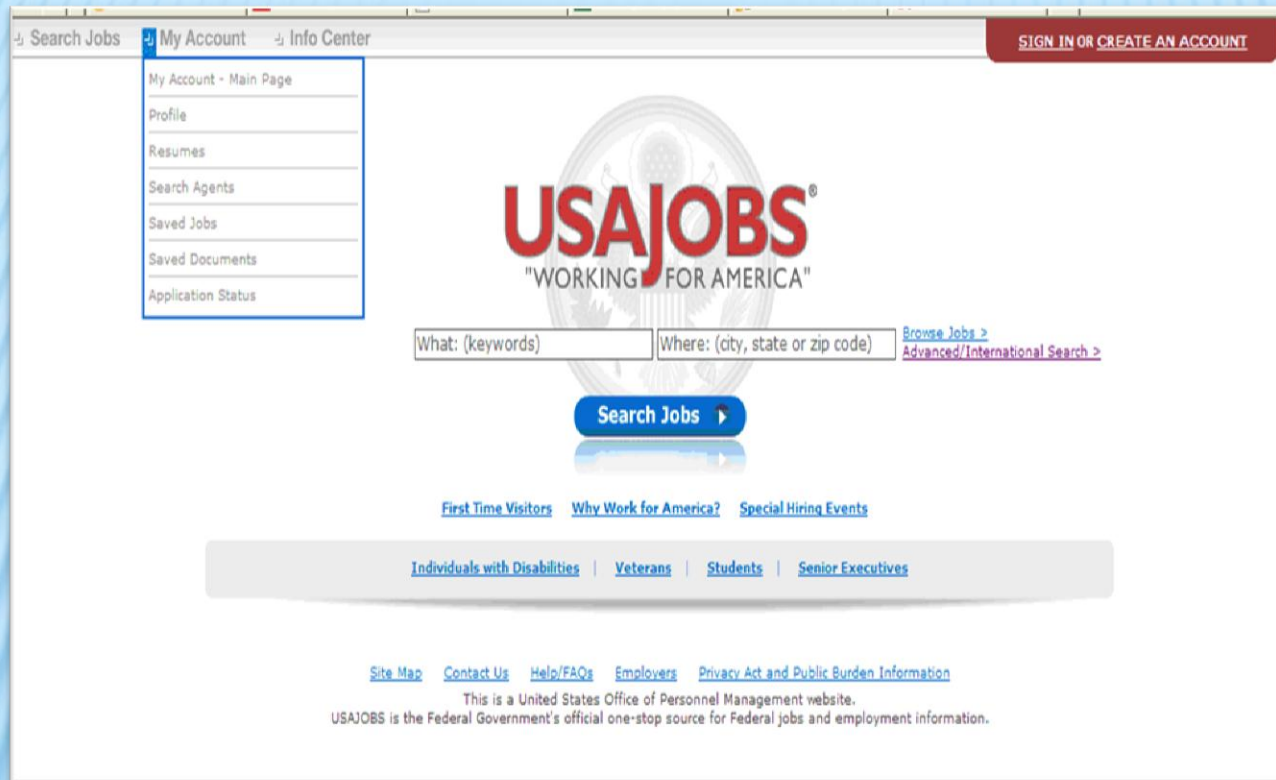
OVERVIEW

- Creating a User Account
- Reviewing “My Profile”
- Creating Your Resume
- Creating Job Search Agents & “Saving Jobs”
- Reviewing “Application Status”
- Uploading Supporting Documents to “Saved Documents”
- Basic Tips & Tricks

CREATING A USER ACCOUNT

- Start with an easy to remember e-mail address as your log-in name.
- Your password must have a combination of upper & lower characters, numbers & special characters.
 - ❑ Whatever your password, be sure to write it down OR make sure that you can remember it.

CREATING A USER ACCOUNT



- There are now drop down menus to assist in accessing the different sections of your user account.

YOUR PROFILE – PERSONAL INFORMATION

USAJOBS®
"WORKING FOR AMERICA"

Home Search Jobs My Account Resource Center

Welcome Junell! Sign out

Nested Search Search Jobs Where: Advanced Search >

Profile

1. Personal Information 2. Hiring Eligibility 3. Preferences 4. Demographic 5. Account Information

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

• First Name: Junell

Middle Name:

• Last Name: Norris

• Home Address: 921 S. Van Gordon Court

Home Address 2:

• Country: United States

80228

➤ Personal Information: which will be inserted into each USA Jobs formatted resume.

Use this postal code as the default

radius for my job searches

• City/Town: Lakewood

• State/Territory/Province: Colorado

• Telephone Numbers: Mobile: 720-544-1683

Evening Phone: 720-898-5517

Day Phone: 303-236-9557

• Email Address: junellnorris@hotmail.com

What is your email format preference? HTML Text

Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Current Goal

My Current Goal is:

(500 characters remaining)

➤ USA Jobs will not let you continue if you have left a
‘* - required’
field empty.

Highest Career Level Achieved: Executive

Save Next >

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This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

YOUR PROFILE - ELIGIBILITY

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference? Yes No

4. Please select the statement below which best reflects your Federal employment status (if applicable).

☐ I am not and have never been a Federal employee.

☒ I am currently a Federal employee.

☐ I am a former Federal employee with reinstatement eligibility.

☐ I am a former Federal employee but do not have reinstatement eligibility.

4.1 By which Federal agency and organization are you currently employed?

Select Cabinet Level:

- SELECT -

Select Agency:

-- Select --

4.3 Indicate the pay plan, series, grade level/pay band of the highest permanent graded position you ever held as a Federal Civilian Employee.

Pay Plan: GS

Occupational Series: - SELECT -

Highest Pay Grade:

4.5 Have you accepted a buyout from a Federal agency within the past 5 years? Yes No

4.6 Are you ICTAP Eligible? Yes No

➤ In Question #3, if you answer 'yes' to any of the possible answers.

➤ A set of additional questions will appear.

➤ You will need to complete this information.

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference? Yes No

4. Please select the statement below which best reflects your Federal employment status (if applicable).

☐ I am not and have never been a Federal employee.

☒ I am currently a Federal employee.

☐ I am a former Federal employee with reinstatement eligibility.

☐ I am a former Federal employee but do not have reinstatement eligibility.

4.1 By which Federal agency and organization are you currently employed?

Select Cabinet Level:

Department Of The Interior

Select Agency:

Geological Survey

4.3 Indicate the pay plan, series, grade level/pay band of the highest permanent graded position you ever held as a Federal Civilian Employee.

Pay Plan: GS

Occupational Series: 0201 Human Resources Management

Highest Pay Grade: GS-09

4.5 Have you accepted a buyout from a Federal agency within the past 5 years? Yes No

4.6 Are you ICTAP Eligible? Yes No

YOUR PROFILE - PREFERENCES

Home Search Jobs My Account Resource Center Welcome June11 Sign out

USAJOBS®
"WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

Profile

Personal Information Hiring Eligibility **Preferences** Demographic Account Information

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following questions are optional and can be used by Agency officials to identify applicants with skill sets and preferences appropriate for their job or work environment. Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Your responses will also be used to help increase the relevance of your search results.

1. Are you willing to travel?
☒ Yes
☐ No

If yes, what percentage of duty time will you travel?
Less than 25%

2. What type of work are you willing to accept?
☒ Permanent
☐ Temporary
☐ Term
☐ Detail
☐ Presidential Management Fellows
☐ Recent Graduates
☐ Internships
☒ Telework

➤ Your preferences regarding:

- ☐ Travel
- ☐ Type of Work
- ☐ Work Schedule
- ☐ Work locations

Hotmail - June11norris@fotm... CNN.com - Breaking News, ... Hiring Management - Applica... SF71 USAJOBS - Profile - Pref...

☐ Temporary
☐ Term
☐ Detail
☐ Presidential Management Fellows
☐ Recent Graduates
☐ Internships
☒ Telework

3. What type of work schedule are you willing to accept?
☒ Full Time
☐ Part Time
☐ Shift Work
☐ Intermittent
☐ Job Share

4. Please select your desired work location(s).

Show locations for this region: United States

Choose State: United States, Alabama, Alaska, American Samoa, Arizona, Arkansas, Armed Forces Americas

Then Locale(s): All United States

Click buttons to add/remove

United States-Virginia - All Virgini
United States-COLORADO - All Colo
District of Columbia - All District
United States - All United States

Add >> << Remove

Previous Save Next

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YOUR PROFILE - DEMOGRAPHICS

➤ Demographic Information:

➤ You do NOT need to complete this information if you do NOT want to.

Profile - Demographic

Home Search Jobs My Account Resource Center

Welcome [name] | Sign out

USAJOBS
WORKING FOR AMERICA

Nested Search
Search Jobs Where: Advanced Search

Profile

1. Personal Information 2. Hiring Eligibility 3. Preferences 4. **Demographic** 5. Account Information

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

Your Privacy Is Protected. This information is used to determine if our recruitment efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Your voluntary responses are treated in a highly confidential manner. Your responses are not released to the panel rating the applications, to the selecting official, to anyone else who can affect your application, or to the public. No information taken from this form is ever placed in your Personnel file. This is vital information not available from any other source. We can only get it directly from you.

Purpose and Routine Uses: No individual data is ever provided to selecting officials. This form will only be seen by Human Resources Personnel and Equal Employment Opportunity officials. Data summarizing all applicants for a position will be used to determine if we are effectively recruiting from all segments of the population, in conformance with the requirements of Federal equal employment opportunity laws. Only summary data is reported, and only in a format which cannot be broken out by individual applicants.

Effects of Nondisclosure: Providing this information is voluntary. No individual personnel selections are made based on this information.

☐ I wish to decline to respond to the demographic questions.

1. Sex:
☐ Male ☐ Female

2. Ethnicity:
☐ Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race ☒ Not Hispanic or Latino

3. Race (Check all that apply):
☐ American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
☐ Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
☐ Black or African American - a person having origins in any of the black racial groups of Africa.
☐ Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐ White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 131 M St., NE, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.

Previous Save Next

Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOIA About Us USAJOBS

This is a United States Office of Personnel Management website.
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YOUR PROFILE – ACCOUNT INFORMATION

The screenshot displays the USAJOBS 'Profile' page, specifically the 'Account Information' tab. The page includes a navigation bar with links to Home, Search Jobs, My Account, and Resource Center. The main content area is titled 'Profile' and contains a list of tabs: 1. Personal Information, 2. Hiring Eligibility, 3. Preferences, 4. Demographic, and 5. Account Information (which is selected). A 'PLEASE NOTE' section states that fields with an asterisk (*) are required. Below this, a 'Required information' section contains two fields: 'Username' (with the value 'junellnorris') and 'Password' (masked with asterisks). A key icon and text prompt the user to set password questions. Three password questions are listed: 1. 'What is the name of the city/town where you were born?' (answer: 'Anvada'), 2. 'How many bedrooms does your house/apartment have?' (answer: '3'), and 3. 'What was the name of your first pet?' (answer: 'midnight'). A 'Update Account' link is visible. Below the password questions, the 'Notification Settings' section explains that notification alerts keep the user informed of changes to their application status. It lists three items to be notified of via email, all of which are checked: 'When jobs I have applied to have closed.', 'When jobs I have saved are scheduled to close in three days.', and 'When the status of an application I've submitted changes.' At the bottom, there are three buttons: 'Previous', 'Save', and 'Finish'.

Home Search Jobs My Account Resource Center Welcome Junell | Sign out

USAJOBS
"WORKING FOR AMERICA"

Nested Search
Search Jobs Where: Advanced Search >

Profile

1. Personal Information 2. Hiring Eligibility 3. Preferences 4. Demographic 5. **Account Information**

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

Required information

- Username Use between 4 and 20 characters junellnorris
- Password ***** Change Password

To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.

- Password Question 1 What is the name of the city/town where you were born? Anvada
- Your Answer [REDACTED]
- Password Question 2 How many bedrooms does your house/apartment have? 3
- Your Answer [REDACTED]
- Password Question 3 What was the name of your first pet? midnight
- Your Answer [REDACTED]

[Update Account](#)

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

- ☒ When jobs I have applied to have closed.
- ☒ When jobs I have saved are scheduled to close in three days.
- ☒ When the status of an application I've submitted changes.

[Previous](#) [Save](#) [Finish](#)

- User Name and security (including your password).
- Notification Settings.

CREATING YOUR RESUME

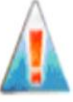
- You can create up to 5 different resumes.
 - ❑ You can now have 5 ‘uploaded’ resumes, within the grand total of 5 resumes.
- Utilize the Resume Builder within USA Jobs – it’s a simple step-by-step guide to creating a resume.

WORK EXPERIENCE ON YOUR RESUME

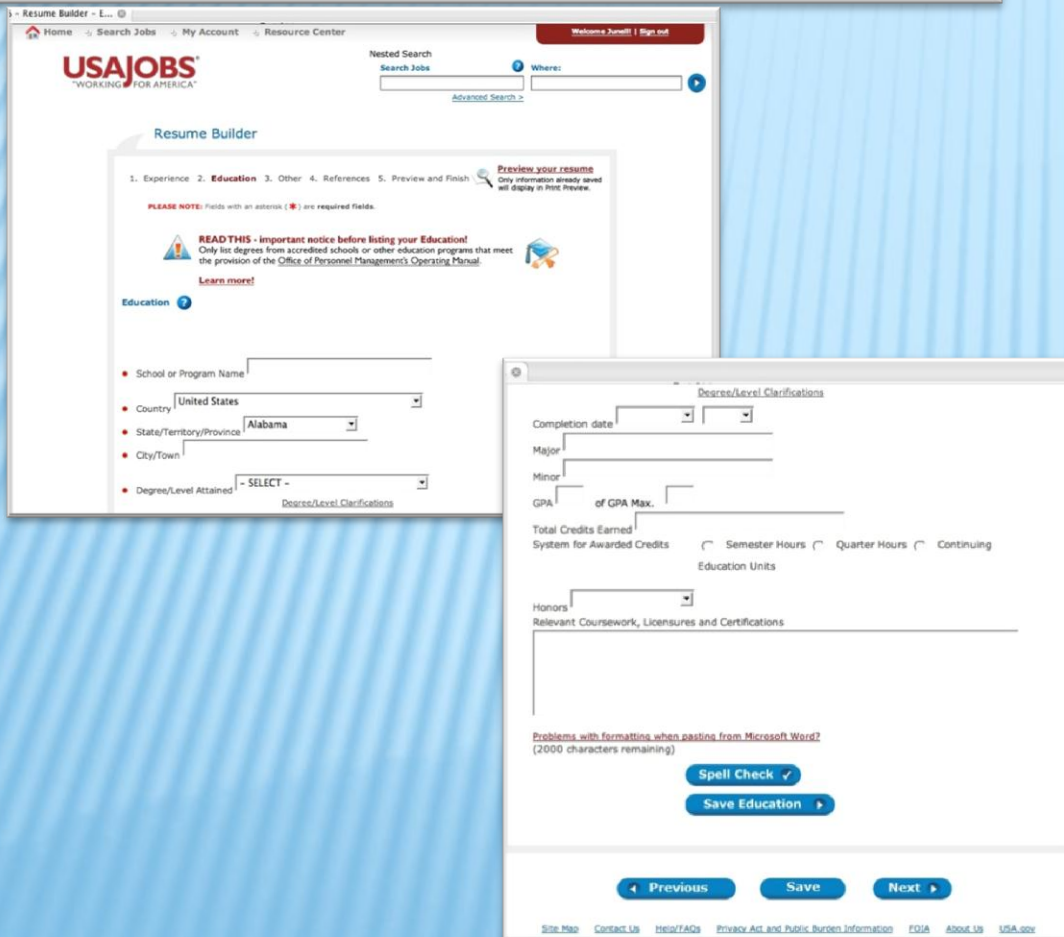

The screenshot displays the USAJOBS Resume Builder interface. The top navigation bar includes links for Home, Search Jobs, My Account, and Resource Center, along with a user login area. The main section is titled 'Resume Builder' and contains a progress bar with steps: 1. Experience, 2. Education, 3. Other, 4. References, and 5. Preview and Finish. The 'Work Experience' section is active, showing a form for entering employment history. The form includes fields for Employer Name, Address, Country (set to United States), and Postal Code. A detailed view of the job entry form shows fields for City/Town, State/Territory/Province (set to Alabama), Formal Job Title, Start Date (October 2011), End Date (Present), Salary, and Average Hours per week. There are also checkboxes for 'May we contact your supervisor?' and 'Is this a Federal position?'. The bottom section of the form is titled 'Duties, Accomplishments and Related Skills' and has a large text area for input. A note indicates a 5,000 character limit. At the bottom, there are buttons for 'Spell Check', 'Save Experience', 'Save', and 'Next', along with a footer containing site map, contact info, and privacy policy links.

- This is your employment history.
- In the “Duties, Accomplishments, and Related Skills” field, include
 - ❑ Major Duties from your current position description.
 - ❑ Awards you have received.
 - ❑ Skills you have learned or developed.
- There is a 5,000 character limit per field.
- Use the Spell check.
- Once you ‘save experience’, you can continue entering additional work experience.

EDUCATION ON YOUR RESUME



READ THIS - important notice before listing your Education!
Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual.
[Learn more!](#)



The screenshot shows the USAJOBS Resume Builder interface. The top navigation bar includes links for Home, Search Jobs, My Account, and Resource Center. The main header features the USAJOBS logo and a search bar. The 'Resume Builder' section is active, showing a progress bar with steps: 1. Experience, 2. Education, 3. Other, 4. References, and 5. Preview and Finish. A 'PLEASE NOTE' section states that fields with an asterisk (*) are required. Below this is a 'READ THIS' notice about accreditation. The 'Education' section is expanded, showing a form for listing education. The form includes fields for School or Program Name, Country (United States), State/Territory/Province (Alabama), City/Town, and Degree/Level Attained (SELECT). A 'Degrees/Level Clarifications' pop-up window is open, showing fields for Completion date, Major, Minor, GPA, Total Credits Earned, System for Awarded Credits (Semester Hours, Quarter Hours, Continuing Education Units), Honors, and Relevant Coursework, Licensures and Certifications. The pop-up also includes a 'Spell Check' button and a 'Save Education' button. At the bottom of the main form are buttons for 'Previous', 'Save', and 'Next'.

➤ List all of the educational institutions you have attended in the Education Section.

☐ Provided that they are accredited institutions recognized by the U.S. Department of Education.

➤ Report any “Relevant Coursework, Licensures, and Certifications”.

➤ There is a limitation of 2,000 characters in this field.

OTHER: JOB TRAINING ON YOUR RESUME



The screenshot shows the USAJOBS Resume Builder interface. The top navigation bar includes links for Home, Search Jobs, My Account, and Resource Center. The main header features the USAJOBS logo and a 'Working for America' tagline. A 'Nested Search' section is visible with a search bar and a 'Where:' dropdown. The 'Resume Builder' section is active, showing a progress bar with steps: 1. Experience, 2. Education, 3. Other (selected), 4. References, and 5. Preview and Finish. A 'Preview your resume' link is present with a note: 'Only information already saved will display in Print Preview.' Below the progress bar, a 'PLEASE NOTE' message states: 'Fields with an asterisk (*) are required fields.' The 'Job Related Training' section is highlighted with a blue icon. It contains the instruction: 'List the titles and completion dates of training courses that are relevant to the position you are seeking.' A large text input area is provided for this section. At the bottom of the input area, it says '(5000 characters remaining)'. A 'Spell Check' button with a checkmark icon is located at the bottom right of the form.

➤ Job Related training includes all types of training you have participated in.

- ❑ DOI Learn courses
- ❑ USDA Graduate School courses
- ❑ Supervisory Challenge

➤ Max of 5,000 character count.

OTHER: ADDITIONAL INFORMATION ON YOUR RESUME

- Additional Language Skills
- Organizations and/or Affiliations
- Professional Publications
- Additional Information...

The screenshot shows the 'Resume Builder' interface. The 'Language Skills' section has a dropdown menu for 'Language' and three rows for 'Spoken', 'Written', and 'Read' skills, each with radio button options for 'None', 'Novice', 'Intermediate', and 'Advanced'. An 'Add Language' button is below. The 'Organizations/Affiliations' section has a text field for 'Organization Name' and a label 'Affiliation / Role:'. An 'Add Affiliation' button is below the text field. A note says 'You may have up to 4 affiliations.' The 'Professional Publications' section has a large text area with the prompt 'Enter any professional publications in the space provided' and a '(5000 characters remaining)' indicator. A 'Spell Check' button with a checkmark is at the bottom right of the form.

The screenshot shows the 'Additional Information' section. It has a text area with the prompt 'Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.' and a '(20000 characters remaining)' indicator. A link 'Expand this area' is above the text area. A 'Spell Check' button with a checkmark is at the bottom right of the form. Below the form are three buttons: 'Previous', 'Save', and 'Next'. At the very bottom, there are links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'FOIA', 'About Us', and 'USA.gov'. A footer note states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

REFERENCES ON YOUR RESUME

This screenshot shows the 'References' section of the USAJOBS Resume Builder. At the top, there are navigation links: Home, Search Jobs, My Account, and Resource Center. Below these is a 'Nested Search' box with a 'Where:' dropdown and a 'Search Jobs' button. The main heading is 'Resume Builder' with a sub-heading 'Preview your resume' and a note: 'Only information already saved will display in this preview.' The 'References' section is highlighted in blue. It includes a 'PLEASE NOTE' about asterisks indicating required fields. A note states: 'Note: If your resume is not searchable, this information will not be visible to recruiters performing resume searches.' The form fields for each reference are: Name, Employer, Title, Phone, and Email. A 'Reference Type' dropdown is set to 'Professional'. A note says 'You may have up to 5 references.' and there is a 'Save Reference' button.

This screenshot shows the 'References' section of the USAJOBS Resume Builder, similar to the previous one but with a 'Save Reference' button at the bottom. It also includes a 'PLEASE NOTE' about asterisks indicating required fields. A note states: 'Note: If your resume is not searchable, this information will not be visible to recruiters performing resume searches.' The form fields for each reference are: Name, Employer, Title, Phone, and Email. A 'Reference Type' dropdown is set to 'Professional'. A note says 'You may have up to 5 references.' and there is a 'Save Reference' button. At the bottom, there are navigation buttons: 'Previous', 'Save', and 'Next'. Footer links include: Site Map, Contact Us, Help/FAQ, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. A note at the bottom states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

- Supply at least three (3) references – two (2) professional and one (1) personal.
- You can supply more references if you want to...make sure that they are 'up-to-date'.

PREVIEW & FINISH YOUR RESUME

- Here is your chance to preview your resume prior to completing the resume builder.

The screenshot shows the 'Preview and Finish' step of the USAJOBS Resume Builder. The page includes a navigation bar with 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The main content area displays the resume for 'Junell L. Norris' with the following details:

- Country of Citizenship:** United States
- Veterans' Preference:** No, I do not claim Veterans' Preference
- Availability:** Permanent Full-Time
- Desired locations:** US - VA
- Work Experience:** test lakewood, CO US (10/2011 - Present, Hours per week: 40)

At the top right, there is a 'Print Resume' link. The bottom of the page features a 'Previous' button and a 'Finish' button.

- If everything looks good – then just click ‘finish’.

The screenshot shows the 'Finish' step of the USAJOBS Resume Builder. The page displays the final resume details for 'Junell L. Norris' with the following information:

- Veterans' Preference:** No, I do not claim Veterans' Preference
- Availability:** Job Type: Permanent, Work Schedule: Full-Time
- Desired locations:** US - VA
- Work Experience:** test lakewood, CO US (10/2011 - Present, Hours per week: 40)
- Education:** test, AL US Professional
- References:** test, Phone Number: 898008080, Email Address: Professional, Reference Type: Professional

At the bottom, there are 'Previous' and 'Finish' buttons. The footer includes links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'FOIA', 'About Us', and 'USAJOBS'. A note states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

RESUME MENU

The screenshot shows the USAJOBS website's 'Resumes' section. At the top, there's a navigation bar with links to Home, Search Jobs, My Account, and Resource Center. A 'Welcome Junell! | Sign out' button is on the right. Below the navigation bar is the USAJOBS logo and a 'Refine Your Search' section with input fields for 'What:', 'Where:', and 'Radius: 20 miles'. The main content area is titled 'Resumes' and contains a paragraph explaining that users can store resumes for online application to government agencies, with a warning not to include personal information like social security numbers. Below this, two resumes are listed: 'Resume 1: JLN Resume (Word format)' and 'Resume 2: Junell Norris Resume'. Each resume entry shows its status as 'Not searchable' and provides links to 'View', 'Delete', 'Make Searchable', 'Edit', and 'Duplicate'. At the bottom of the list are two buttons: 'Build New Resume' and 'Upload New Resume'. A footer note states: 'You have created 2 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.'

- Your Resume Menu within your USA Jobs account will tell you how many resumes you have active, as well as whether or not you have made them 'searchable'.

UPLOADED RESUME TIPS

- If you are going to use your 'own' upload resume. Make sure that your resume contains complete information, such as:

❑ Month(s)/Year(s) of employment

- ❖ This is important when HR is determining whether or not you have the 1 year of specialized experience (if that is part of the qualification requirements).

❑ Full/Part Time employment

- ❖ This is important when HR is determining whether or not you have the 1 year of specialized experience (if that is part of the qualification requirements), as the part time hours can reduce the total number of months/years of employment.

❑ Complete description of work

- ❖ Be thorough in your description of job duties for each position on your resume. HR can NOT 'guess' or 'assume' or 'give you the benefit of doubt' that you have the knowledge/skill/ability to do the job that is being advertised. In reviewing the basic qualifications and the job description – if you do NOT have similar types of duties, which make use of similar knowledge/skill/ability then you will not be considered for the position.

❑ Honesty

- ❖ Be honest on your resume – if an offer is made, and then later it is determined that you embellished your work history (month(s)/year(s), full/part-time, job description); you could see the offer of employment rescinded.

CREATING JOB SEARCH AGENTS

USAJOBS®
"WORKING FOR AMERICA"

Create A New Saved Search

Create a new saved search

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Keyword Search
(e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search **Series**

Number Search
Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 00 for engineers).

Location Search

Show locations for this region: **United States**

Choose State

- United States
- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California

Then Locale(s)

Click buttons to add/remove

Add >>

<< Remove

- You can have up to 10 different Search Agents working for you at the same time.
- You decide how frequently you want 'e-mail' reminders from each search agent you create. This saves **YOU** time!
 - ❑ You don't have to log onto USA Jobs every day and search manually through all of the different postings.
- Search Agents will continue to search until **YOU** delete them.

Creating Job Search Agents

The top screenshot shows the 'Agency Search' section with a list of agencies: Department Of Education, Department Of Energy, Department Of Health And Human Services, Department Of Homeland Security, Department Of Housing And Urban Development, Department Of Justice, and Department Of Labor. Below this is a 'Then sub agency' section with 'Add >' and '<< Remove' buttons. The 'Occupational Series' section lists various series like 'Able Seaman (9924)', 'Able Seaman-Maintenance (9925)', 'Accounting (0510)', etc. The 'Applicant Eligibility' section asks if the user is a current or former Federal civilian employee, in the Executive Branch, in a competitive service position, or a veteran.

The bottom screenshot shows the 'Show only Senior Executive Service postings?' section with 'Yes' and 'No' radio buttons. The 'Type of Work' section lists 'Permanent', 'Temporary', 'Term', 'Detail', 'ICTAP Only', and 'Student'. The 'Work Schedule' section lists 'Full-Time', 'Part-Time', 'Shift Work', 'Intermittent', 'Job Sharing', and 'Multiple Schedules'. The 'Save this search' section asks for a name for the saved search and how often to receive email notifications (Daily, Weekly, Monthly, None). There are buttons for 'Save Search', 'Save and Run', and 'Reset Form'. At the bottom, there is a 'Resume Builder' link and a footer with 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'FOIA', 'About Us', and 'USA.gov'.

- Search agents can be as generic or as specific as you want.
- You can select any combination of the following search criteria:
 - ❑ Job Locations
 - ❑ Job Categories
 - ❑ Occupational Series
 - ❑ Agencies
 - ❑ Salary Range OR Pay Grade
 - ❑ Senior Executive
 - ❑ Student Jobs
 - ❑ Nationwide Jobs
 - ❑ Jobs Open Longer than 30 days
 - ❑ Work Schedule
 - ❑ Tenure
 - ❑ Student Jobs – Appointment Term
 - ❑ Jobs in Demand
- You can select how frequently you want to receive email alerts.

CREATING JOB SEARCH AGENTS

Applicant Eligibility ?

Are you a **current or former Federal civilian employee** who holds or held a non-temporary appointment ? :

- In the competitive service ? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service ? position covered by an interchange agreement ?, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference ? or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

☒ No ☐ Yes

Applicant Eligibility

When posting jobs, agencies may opt to accept applications from all U.S. citizens or they may restrict "who can apply" to status candidates and other eligibles, including:

- Current or former Federal civilian employees who hold or held a non-temporary appointment:
 - in the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - in an excepted service position covered by an interchange agreement, or
 - eligible for reinstatement
- Veterans eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service
- People with non-competitive appointment eligibility

Welcome Junell! | [Sign out](#)

Where: (city, state or zip code)

Search > Select Radius

☒ Save this search and email me jobs

Current Search

☒ Only Jobs Open To **ALL U.S. Citizens**

☐ **ALL Jobs (I'll Determine If I Can Apply)** ?

➤ Be aware of this Applicant Eligibility question/section. [Selecting the 'wrong' answer here will hamper the vacancy announcements you can view and you could miss vacancies you want to apply for.]

- ❑ If you select 'No', the default answer, then the only vacancies you will be able to view/apply for will be the 'DEU' – Delegated Examining Unit vacancies {which are open to any U.S. Citizen.}
- ❑ If you can answer 'Yes' to any of the questions listed in this section, then you need to 'click' the 'Yes' button. Then you will be able to apply for all 'DEU' and 'MP' – Merit Promotion vacancy announcements.

APPLICANT ELIGIBILITY

Applicant Eligibility ?

Are you a current or former Federal civilian employee who holds or held a non-temporary appointment ? :

- In the competitive service ? in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an excepted service ? position covered by an interchange agreement ?, or
- Eligible for reinstatement?
- A Veteran eligible for veterans' preference ? or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

☒ No ☐ Yes

Applicant Eligibility

When posting jobs, agencies may opt to accept applications from all U.S. citizens or they may restrict "who can apply" to status candidates and other eligibles, including:

- Current or former Federal civilian employees who hold or held a non-temporary appointment:
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 - in an excepted service position covered by an interchange agreement, or
 - eligible for reinstatement
- Veterans eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service
- People with non-competitive appointment eligibility

➤ This is also set up in your Profile section.

❑ If every time you log into USA Jobs prior to doing any search, the system automatically remembers your eligibility.

➤ So, no more letters informing you that you are 'NOT' eligible for the position.

❑ (which is not the same as qualifications).

SEARCH 'OPTIONS'

The screenshot shows the USAJOBS website with the search bar and various filters. The 'What:' field is for keywords, and the 'Where:' field is for city, state, or zip code. A 'Select Radius' dropdown menu is open, showing options: 5 miles, 10 miles, 20 miles, 50 miles, 100 miles, and 200 miles. The 'Refine Your Search' section includes links for 'Browse Jobs' and 'Advanced/International Search'. The 'Search Results' section shows '1-50 of 5000' results, with 'Page 1 of 20'.

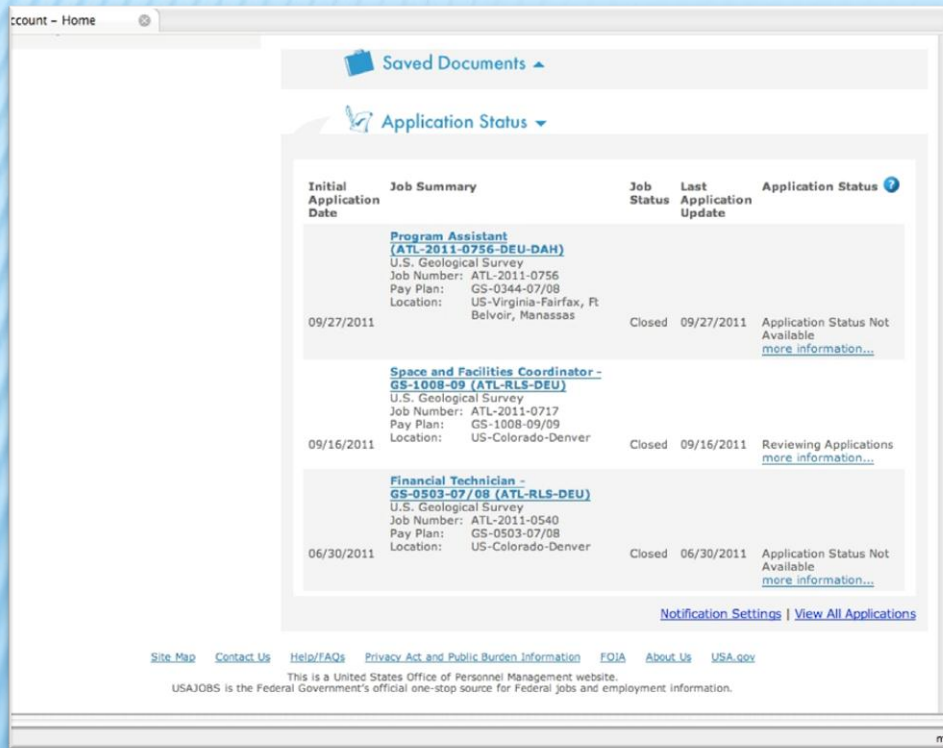
➤ Search Options can make it easier for you to search in the following.

- ❑ Agency
- ❑ Location (radius from city, state or zip code)
- ❑ Occupation
- ❑ Many others...

This screenshot shows the 'Refine Your Results' section of the USAJOBS search interface. It includes a 'Current Search' section with a 'You Added ...' list containing 'Education' and '1710 Education and Vocational Training Specialist'. The 'Refine Your Results' section lists various filters: Salary, Grade, Occupations, Education, Occupation Series, Agencies, Senior Executive Jobs, Posting Date, Work Schedule, and Exclude These. The 'Education' filter is expanded, showing a list of job series including 1701-Educational And Training Specialist, 1702-Training And Education To Specialist, 1710-Education And Vocational Specialist, 1712-Training Instructor Specialist, 1715-Vocational Rehabilitation Specialist, 1720-Education Program Specialist, 1725-Public Health Educator, 1730-Education Research Specialist, 1740-Education Services Specialist, and 1750-Instructional Systems Specialist.

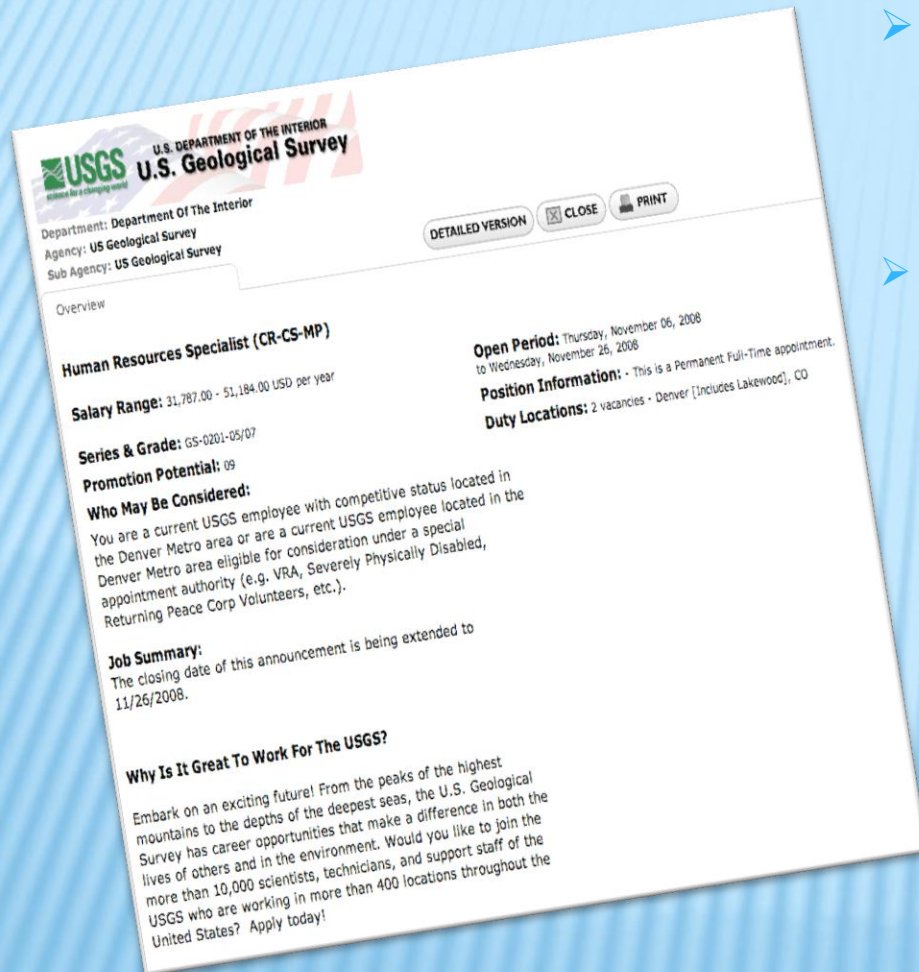
This screenshot shows the 'Refine Your Results' section of the USAJOBS search interface. It includes a 'Current Search' section with a 'You Added ...' list containing 'COMMERCE, DEPARTMENT OF' and 'Bureau of the Census'. The 'Refine Your Results' section lists various filters: Salary, Grade, Occupations, Agencies, Sub Agencies, Posting Date, Work Schedule, and Exclude These. The 'Agencies' filter is expanded, showing a list of agencies including 'COMMERCE, DEPARTMENT OF Sub-Agencies', 'Bureau Of Economic Analysis', 'Bureau Of Industry And Security', 'Bureau Of The Census', 'Commerce, Office Of The Inspector General', 'Economic Development Administration', and 'International Trade Administration'.

REVIEWING “APPLICATION STATUS”



- Watch “Application Status.”
- This feature allows you to track the different applications that you have submitted, it also provides ‘notification settings’.

REVIEWING “APPLICATION STATUS”



- Select the Job Title you want to review from within “Application Status.”
- You will be able to review the vacancy announcement for that position.
 - ❑ If you will not have easy access to your USA Jobs account, print the vacancy announcement out prior to the closing date of the announcement in the event you are contacted for an interview - you can ask ‘insightful’ questions.

SAVED JOBS...

- If you are logged into your USA Jobs account, you can 'save' jobs to your account to apply for later...

USAJOBS - Saved Jobs

Home Search Jobs My Account Resource Center Welcome Junelli | Sign out

USAJOBS
"WORKING FOR AMERICA"

Refine Your Search
What: Where:
Advanced Search > Radius: 20 miles

Saved Jobs

Your saved jobs are shown below. To view a saved job, click the job title. Ready to apply? Click Apply now!

You have saved 1 of 25 possible jobs.

Date Saved	Job Title	Agency Name	Closing Date
10/16/2011	Space & Missile Warning Specialist	Air National Guard Units Greeley, Colorado	11/11/2011

[Delete](#) [Share job with a friend](#) [Apply](#)

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the item that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

☒ When jobs I have saved are scheduled to close in three days.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

UPLOADING TO “SAVED DOCUMENTS”

My Account - Home

Saved Searches ▲

Saved Documents ▼

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Document 1: **Transcripts - 3 Norris Transcripts** Date Uploaded: 1/22/2010
[View](#) | [Delete](#)

Document 2: **SF-50 - Promotion to GS-09** Date Uploaded: 3/8/2011
[View](#) | [Delete](#)

Upload Documents

Please enter a name for this attachment(100 characters max)

Document Type: Cover Letter ▼ Select Document: _____ [Browse...](#)

Upload ▶

You have saved 2 of 10 possible documents.

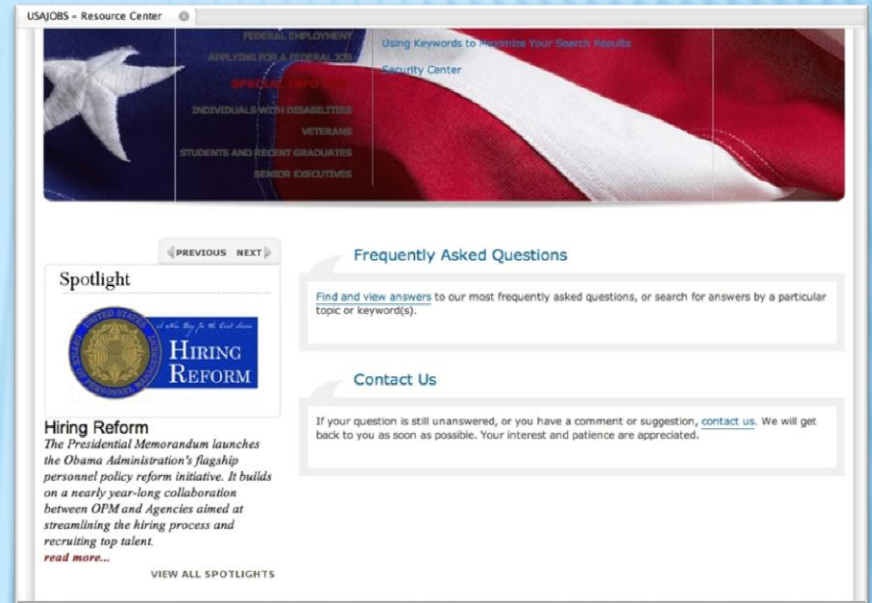
- Upload any and all Supporting Documents in “My Portfolio”.
 - ❑ Transcripts
 - ❑ DD-214
 - ❑ OF-306
 - ❑ SF-50
 - ❑ SF-15
- Not All Department or Agencies have the ability to receive any of the above supporting documents via their USA Jobs account.
- Read the vacancy announcement - you may need to e-mail, fax, and/or mail these documents to the agency listing the vacancy announcement.
*Note: Some documents may not apply to you – only those documents that apply to you and are required should be uploaded.
- Limit to 10 documents.
- No document can be greater than 3 Mb

YOUR 'NEW' ACCOUNT HOME PAGE

The screenshot shows the USAJOBS website's 'My Account' page. At the top, there's a navigation bar with links to Home, Search Jobs, My Account, and Resource Center. A red banner on the right says 'Welcome Junell! | Sign out'. Below the navigation bar is the USAJOBS logo with the tagline 'WORKING FOR AMERICA'. To the right of the logo are search filters: 'What:' and 'Where:' input fields, an 'Advanced Search >' link, and a 'Radius: 20 miles' dropdown menu. The main content area is titled 'My Account' and features a sidebar with links to Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area displays the user's last login (06/07/2013 12:44 PM ET) and last profile update (02/01/2013 11:00 AM ET), followed by an 'Edit Profile' button. Below this is a 'Did You Know?' section with a welcome message and a list of helpful resources: the Resource Center, the USAJOBS Facebook page, and Twitter updates. At the bottom, there are links to Site Map, Contact Us, Help/FAQs, Privacy Act and Public Burden Information, FOIA, About Us, and USA.gov. A footer note states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

- This is what your 'new' account home page will look like once you have gone through all of the different sections.

THE “RESOURCE CENTER”



- The Info Center provides advice and special information about working for the Federal Government, including some basic FAQ's.

BASIC TIPS & TRICKS

- Print out the Vacancy Announcement
 - ❑ Highlight important items, such as, submission of supporting documents, deadlines, closing date, contact information in the event you have questions.
- Remember to do the “Time Conversion” so that you are applying for the position prior to the closing date/time of the announcements {Make sure you are reading the announcement carefully.}
 - ❑ Most announcements close at 12:00 Midnight (EST-Eastern Standard Time). So, if you live in Colorado (Mountain Standard Time) you really only have until 10:00 pm MST to COMPLETE the entire application and submit any required supporting documents that must be submitted by the closing date/time of the vacancy announcement.

BASIC TIPS & TRICKS

- Read the Announcement Carefully! Pay attention to how supporting documents can/should be submitted.
 - ❑ Be aware of any limitations placed upon the size of the applicant pool – this will be in the announcement.
- Go to the Qualifications Section in the vacancy announcement.
 - ❑ At the bottom of the page you can ‘preview’ the vacancy announcement questions, prior to applying for the position.
- Select the appropriate answer to each question prior to applying
 - ❑ Special Note – The 2010 Hiring Reform is streamlining the recruitment process, and as such the ‘essay’ style questions are being eliminated from the initial recruitment (job) announcement.

CONCLUSION

- Utilizing these basic tips & tricks will help ensure that your resume is ready for any and all vacancy announcements that you plan to apply for.
- Don't hesitate to contact USA Jobs Service Support Desk (help desk) via the 'Contact Us' link at the USA Jobs website..

The screenshot shows the 'Contact Us' page on the USAJOBS website. The page has a light blue header with the text 'USAJOBS - Contact Us'. Below the header, there is a section titled 'Contact Us' in blue. The main content area is white and contains the following elements:

- A paragraph: 'Looking for help? [Visit Help](#) for in-depth information. If your question is still unanswered, or you have a comment or suggestion, please use the form below to contact us. We will get back to you within one business day. Your interest and patience are appreciated.'
- A form with the following fields:
 - A dropdown menu labeled 'I am contacting you about:' with a '- SELECT -' option.
 - Text input fields for 'First Name:' and 'Last Name:'.
 - A text input field for 'Email address:'.
 - A text area for 'My question/comment is:' with a '(2000 characters remaining)' label.
- A red warning message: 'Please do not include your Social Security Number. Only provide personal information when it is essential for us to address your inquiry.'
- A blue 'SEND' button with a right-pointing arrow.
- A footer with links: 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'FOIA', 'About Us', and 'USA.gov'.

TECHNICAL SUPPORT

- For support with the website please contact the customer support desk, by clicking the “Contact Us” link at the bottom of the USAJOBS webpage.
- This document was created as a helpful tool for new users and is not a product of USAJOBS. The USAJOBS website contains numerous How-To’s and FAQ’s that may also be of aid to potential applicants.